



PROCEDURAL SUBCOMMITTEE MINUTES

Tuesday, December 6, 2018

3:30 – 4:00 p.m.

Conference Call: (877-336-1828, Access code 8478084 *(listen only)*)

Meeting Outcomes

- Review substitute reimbursement form
- Recommend form for full Council consideration

Subcommittee Members Present by Phone: Subcommittee Chair Scruggs, Elizabeth Keller (surrogate for Tony Rosilez), Jenna Schadler, Cheryl Myers (surrogate for Lindsey Capps)

Subcommittee Members Excused: Colt Gill, Michele Oakes

Administrative Agent Staff Present by Phone: Debbie Green, Executive Support

1.0 Preliminary Business

1.1 Welcome Remarks, Agenda Review/Outcomes

Subcommittee Chair Scruggs opened the meeting at 3:39 p.m. and welcomed the Subcommittee members.

1.2 Roll Call

Debbie Green conducted a roll call; a quorum was established.

2.0 Public Comment

No public comment received.

3.0 Policies & Procedures Manual Appendix Item Discussion

3.1 Substitute Teacher Expense Reimbursement Form

This form was previously reviewed and the process approved by ODE accounting. Subcommittee Chair Scruggs presented the draft form which the subcommittee received previously for review; no questions or comments were noted related to the form.

4.0 ACTION ITEM: Approve recommended Substitute Teacher Expense Reimbursement form for full EAC consideration

Jenna Schadler moved to approve the Substitute Teacher Expense Reimbursement form for full EAC consideration at the December 19, 2018, meeting; motion seconded by Cheryl Myers, surrogate for Lindsey Capps. No discussion. The motion passed unanimously.

Adjourn at 3:43 p.m.

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